



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

LEGAL ANALYST/LEGAL ASSISTANT

\$3,918.00 - \$4,906/\$3,454 - \$4,324

CONSUMER SERVICES & MARKET CONDUCT BRANCH

CONSUMER LAW UNIT

LOS ANGELES

RESPONSIBILITIES:

Works independently under the general direction of an attorney; assists in litigation involving complex legal issues; performs legal research; drafts pleadings for attorney review; assists with production of documents in response to subpoenas, discovery and Public Records Act requests; interviews and prepares witnesses for depositions and trial testimony; conducts reviews of complex filings; performs legal research on departmental policy and procedural matters and on written queries received from the general public; drafts and assists attorneys in drafting legislation, regulations, bulletins, and notices; researches and reports on legislative histories; conducts historical research on assigned filings; provides training classes, and develops training materials for attorney and other legal staff.

DESIRABLE QUALIFICATIONS:

- Ability to work independently;
- Knowledge of legal reference materials, basic legal concepts, terminology, principles, and procedures;
- Strong analytical and interpersonal skills;
- Excellent written and verbal communication skills;
- Comfort and familiarity with personal computer and popular office software packages
- Extensive knowledge of legal research methods;
- Ability to meet multiple deadlines and perform under pressure.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Legal Analyst/Legal Assistant level, those within transfer range, or individuals who have list eligibility for Legal Analyst/Legal Assistant. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE:

07/31/14 Mr

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

Please mail a completed standard [State Application STD 678](#) to Malinda Randolph, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Legal Analyst/Legal Assistant PSN # 413-370-5237-XXX" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3308 or email – Malinda.Randolph@insurance.ca.gov.

FINAL FILING DATE: August 29, 2014

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

07/31/14 Mr

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
